



**Bid Number 50 - 118021**

Two Year Contract for the supply of Lube Oil Analysis for the  
Department of Drainage Pump Station operations and all of Jefferson  
Parish agencies and municipalities

**NOVEMBER 03, 2016 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received in the Purchasing  
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Donna Evans  
DMEvans@Jeffparish.net  
504-364-2684**

DATE: 10/13/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00118021

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DMEVANS

Bids will be received until 11:00 AM, 11/03/2016 via online at [www.jeffparish.net](http://www.jeffparish.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A1 17.1-1961).

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

### IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

### ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 10/13/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00118021

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DMEVANS

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) \_\_\_\_\_

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME:

SIGNATURE:

(Must be signed here)

TITLE:

PRINT OR TYPE NAME:

ADDRESS:

CITY, STATE:

ZIP:

TELEPHONE:

( )

FAX:

( )

EMAIL ADDRESS:

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118021

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1,882.00	ONLY	<p>TWO YEAR CONTRACT FOR THE SUPPLY OF LUBE OIL ANALYSIS FOR THE DEPARTMENT OF DRAINAGE PUMP STATION OPERATIONS</p> <p>0010 TWO YEAR CONTRACT FOR SAMPLE OIL ANALYSIS FOR EXISTING IN-SERVICE DIESEL ENGINES CONSISTING OF THE FOLLOWING</p> <ol style="list-style-type: none"> <li>1) Vicosity, SSU @210 degrees F</li> <li>2) Fuel dilution-value derived from physical characteristics and confirmed by flash point or gas chromatography</li> <li>3)Total solids (ASTM D-893 OR D4055)</li> <li>4) Water</li> <li>5) SAE weight</li> <li>6) T.B.N. (By ASTM D-2896)</li> <li>7) Spectrochemical analysis -20 Elements</li> </ol> <p>TWO(2) YEAR CONTRACT FOR SUPPLY OF LUBE OIL ANALYSIS FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS-DRAINAGE PUMP STATIONS OPERATIONS AND ALL OF JEFFERSON PARISH AGENCIES AND MUNICIPALITIES.</p>		
2	37.00	ONLY	<p>0020 SAMPLE LUBE OIL ANALYSIS FOR EXISTING GEAR DRIVES AND/OR EXISTING BEARINGS CONSISTING OF THE FOLLOWING</p> <ol style="list-style-type: none"> <li>1) Viscosity SSU @100 Degrees F</li> <li>2) Viscosity SSU @ 210 degree F</li> <li>3) Water-parts per million</li> <li>4) Total solids-(ASTM D893 or D4055)</li> <li>5) T.A.N. (by ASTM-D664)</li> <li>6) Spectrochemical analysis -20 Elements</li> </ol>		
3	3.00	ONLY	<p>0030 SAMPLE LUBE OIL ANALYSIS FOR STOCK OIL CONSISTING OF THE FOLLOWING</p> <ol style="list-style-type: none"> <li>1) Viscosity @ 100 degree F</li> <li>2) Viscosity @ 210 degree F</li> <li>3) Viscosity Index</li> <li>4) Flash point (ASTM D92)</li> <li>5) Pour point (ASTM D97)</li> <li>6) Sulphated ash (Comparable to ASTM D874)</li> <li>7) Spectrochemical analysis -20 Elements</li> <li>8) Appearance</li> </ol>		
4	1.00	ONLY	<p>0040 Sample Fuel Oil Analysis consisting of the following</p> <ol style="list-style-type: none"> <li>1) API Gravity</li> <li>2) Distillation Test</li> <li>3) Cetane Index</li> <li>4) Sulphur Index</li> </ol>		

DATE: 10/13/2016

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118021

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			5) Water and Sediment 6) Appearance		

Two (2) year contract for the supply of lube oil analysis for the Department of Drainage Pump Station operations and all of Jefferson Parish agencies and municipalities.

## **1.0 GENERAL**

1.1 These specifications describe, (1) the lube oil trend analysis required to set preventative maintenance operation of the drainage and water district's engines and other oil lubricated machinery; (2) to check quality of new stock lube oil; (3) to check the quality of new purchased fuel oil; (4) to check the quality of existing fuel oil stocks. Oil analysis shall run for an annual period in accordance with the specifications and requirements prepared for the department of public works.

1.2 The bidder is requested to quote a unit price for each specific type of oil sample analysis to be performed. In the case of a discrepancy between the unit price stated in "words" compared to the price stated in "numbers", the "words" shall govern.

1.3 This contract shall be for two years starting upon the date of execution of this contract.

1.4 Samples shall be collected by parish personnel in bottles provided by the contractor.

1.5 The bid price shall include all costs for providing and reporting the required laboratory analytical services, including the furnishings of all sample bottles, labels, and pre-addressed mailing containers for shipment of batches of the samples to an out of town laboratory (if applicable.)

1.6 The parish will bear the cost of hand delivering the samples to a local address within the metropolitan area, and said address shall be either the laboratory's place of business; or a designated local express delivery firm (in the event of an out of town laboratory). All costs of further transportation and delivery of the samples, and thereafter delivering the written results of the analysis back to the parish at 1221 Elmwood Park Blvd., suite 907, shall be included in the unit bid price.

1.7 The contractor will provide a pre-printed label for the samples of oil from existing engines, gears, and bearings which will contain the following information.

Sender's name: **Jefferson Parish Drainage**

Unit location:

Unit identification:

Make/Type:

Sample data:

Type of lube oil:

Hour since change:

Oil product name and number:



- 1.8 The pre-printed label provided by the contractor for new stock lube oil will contain the following information:

Sender's name: **Jefferson Parish Drainage**  
Stock location  
Type of lube oil  
Product name and number

- 1.9 The pre-printed label provided by the contractor for new fuel oil for stock or for existing fuel in storage will contain the following information:

Sender's name: **Jefferson Parish Drainage**  
Fuel stock location  
Type of fuel oil

- 1.10 All items will be awarded to single bidder.

- 1.11 Bidder shall submit (within 10 days of acceptance as low bidder) a sample typical report sheet for each type of analysis requested, indicating the elements analyzed by spectrochemical methods, physical properties, operating data (such as unit run hours, hours since oil change, oil added, etc.), identification data maintenance recommendations etc. the sample sheet shall also provide for printout of the results of at minimum the last five samples for the particular unit in question

- 1.12 Bidder is required to submit (within 10 days of acceptance as low bidder) detailed information of the test procedures, method/means of transporting samples, testing equipment, test facilities, a listing of other clients (contractual or otherwise) - all as necessary for the parish to determine the ability of the bidder to perform the work requested.

- 1.13 Upon the basis of a normal batch of up to thirty (30) samples delivered in accordance with paragraph 1.5, to the laboratory, or his agent, or his express delivery firm, the parish must receive, at its office, 1221 Elmwood Park Blvd., suite 907, the written results of the analysis of the thirty (30) sample batch within 120 hours (5 days). If Drainage Department deems testing an emergency, a batch of two (2) samples, also delivered in accordance with paragraph 1.5, to the laboratory, or his agent, or his express delivery firm, the parish must receive, at its office, 1221 Elmwood Park Blvd., suite 907, the written results of the analysis of the two (2) samples within 18 hours.

- 1.14 The stated quantity of test reports is approximate and for comparison of bids only, and the parish reserves the right to either increase or decrease the amount of work at its sole discretion.

- 1.15 A listing of the various engines, gears, and other machinery, for which oil testing is desired is available for bidder review. However, it is to be observed that additions are periodically made thereto, as projects under construction are made operational. Various other older units will be de-commissioned. Therefore, the listings are not static, and constant change is to be envisioned.
- 1.16 The contractor and the parish shall meet shortly after award in order to coordinate and schedule sample intervals, sample collection, identifications, provision of an adequate supply of sample bottles and shipping containers, reporting procedures, billing procedures, and similar details. Thereafter, the contractor shall meet with parish staff on a quarterly basis to discuss general results and interpretations thereof. It is to be understood that such costs incurred by the contractor shall be included in the unit bid price for the various items of work.

## **2.0 Technical Information, Lube Oil Analysis:**

### **2.1 General:**

The purpose of this program is to provide periodic reports and recommendations, as yielded by spectrochemical analysis and physical property tests done upon lube oil samples, as will allow determination of the condition of the lubricant, as well as allow indication information as to the physical condition of the machinery (and components thereof). The results of individual tests, when compared against previous tests, all for the same batch of lubricant in the same machines, allows the determination of trends and patterns as are of value in maintenance. All testing shall be done in accordance to ASTM standards. For results to be meaningful, it is important for sampling technique to be such as to yield representative samples, particularly when dealing with samples that may contain suspended solids or liquids. In general, samples will be taken immediately after appropriate circulation of the lubricant.

### **2.2 Spectrochemical analysis:**

The presence of various metallic elements such as iron, lead, copper chromium, aluminum, tin, antimony, and silver indicate the wear of metal components of machinery such as pistons, engine liners, bearings, and gearing.

The presence of silicon indicates contamination of the lubricant by air borne dust and dirt, and thus the effectiveness of air intake cleaning components.

The presence of boron and sodium indicate coolant system leakage as compounds of these elements are used as additives to coolants for corrosion protection.

Molybdenum, phosphorus, zinc, calcium, barium, magnesium, and silicon are elements commonly blended into various lubricants as additives for specific functions such as anti-wear characteristics, detergents, and dispersants, and their presence can identify the lubricant and its suitability for the application.

2.3 physical properties;

The physical property tests such as tests for fuel dilution, total solids, water, viscosity, viscosity index, flash point, four point sulphated ash, t.a.n., t.b.n., are of value to indicate the type of lubricant, its suitability for usage in specific machinery, and possible contamination.

2.4 The number of elements to be checked by spectrochemical analysis shall be twenty (20). The exact elements shall be subject to change (subject to mutual agreement) in the case of those elements the determination of which are of marginal value in diagnosing potential problems.

2.5 The laboratory shall also report its recommendation relating to continued use of the oil product, and the possibility of coolant, fuel or air system problems.

### **3.0 Technical Information, Fuel Oil Analysis:**

3.1 The purposes of the analysis of fuel oils in stock is to  
Determine the adequacy of said fuels for use in  
Various engines and/or to determine the compliance of  
said fuels with various purchase specifications.

3.2 fuel oil testing shall be done by broadly accepted  
analytic methods as will yield the following:

(1) api gravity

(2) distillation test results to indicate the boiling point and other percentage distillation points, thus yielding "cetane index".

(3) sulphur content

(4) centrifuge test results to yeild information on  
water content and other sediment

(5) appearance

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

---

INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

---

**SECRETARY-TREASURER**

---

**DATE**

## **Non-Public Works Bid Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a bid in response to Bid Number \_\_\_\_\_, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.